

EEO Utilization Report

Organization Information

Name: City Of Dayton

City: Dayton

State: OH

Zip: 45401

Type: County/Municipal Government (not law enforcement)

Fri May 12 10:56:30 EDT 2017

Step 1: Introductory Information

Policy Statement:

It is the policy of the City of Dayton (hereinafter referred to as City) to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, sexual orientation, or age. The City will follow this policy in recruitment, hiring, promotions, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, recalls, demotions, terminations, training and development, educational leave, social and recreational programs, and the use of all City facilities and amenities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. We will, however, take positive, affirmative measures in accordance with the prevailing Federal and State laws to employ minorities, females, and persons with disabilities in all levels of the City organization.

Step 4b: Narrative of Interpretation

A review of the problem areas identified in the Utilization Analysis Chart, indicates a need to establish corrective goals and objectives to address the underutilization of minorities in the City's workforce. This is in comparison to their availability in the community.

Caucasian males are underrepresented in the following EEO job categories of the City's workforce: Administrative Support and Skilled Craft. African American males are underrepresented in the following EEO job category of the City's workforce: Protective Services: Sworn-Patrol Officers. Asian Males are underrepresented in the following EEO job category of the City's workforce: Professionals.

Caucasian females are underrepresented in the following EEO job categories of the City's workforce: Officials/Administrators, Professionals, Technicians, Protective Services: Sworn-Patrol Officers, Protective Services: Non-Sworn, Administrative Support, and Service/Maintenance. African American females are underrepresented in the following EEO job categories of the City's workforce: Protective Services: Sworn-Patrol Officers and Protective Services: Non-sworn.

None of the underutilizations described above are insurmountable, despite regional and local issues in obtaining complete utilization. Although the City's Civil Service process (i.e., a written employment test and hiring system for most positions covered by this analysis is based on a "rule of one" hiring system) does present some difficulties in the City's attempt to further integrate the workforce, there are no permanent obstacles to achieving utilization of the aforementioned minority groups.

Step 5: Objectives and Steps

1. Because Caucasian and African American Females, and minority males are underrepresented in several job categories, the City's goal is to increase representation of these groups by evaluating the City's recruitment, hiring, and promotional practices to ensure that these individuals receive equal opportunity to secure employment.

- a. a. The City will continue to undertake recruitment efforts aimed at local colleges and technical schools with large Caucasian female and/or minority populations in an attempt to further increase the representation of identified underutilized groups within the City's organization.
- b. The City plans to direct employment vacancy notices to the respective career offices of local higher education facilities, with the intent to improve Caucasian and minority representation in City employment.
- c. The City will utilize other Ohio governmental options to improve minority hiring.
- d. The City will advertise job vacancies in publications serving local minority and female communities in the surrounding area.
- e. The City will also advertise employment opportunities on Internet sites and at local Job Fairs.
- f. The City administration will continue to work with minority organizations and other community and/or religious groups to make them aware of future job opportunities within the City.
- b. a. To the extent permissible under state and local civil service law, the Human Resources Department will continue to review the City's overall recruitment process to include the necessary equal employment opportunity language is used in its job postings and job descriptions.
- b. The City will also continue to review the interview questions and selection of candidates for all vacancies in the identified job categories to determine whether any step in the recruitment process may have had a significant disparate impact on the screening out of applicants in the associated classifications.
- c. The City will also continue to embrace diversity on its interview panels with regards to race, ethnicity, color and gender.

Step 6: Internal Dissemination

The EEOP utilization report will be incorporated within the City's employee personnel policies and procedures manual.

The EEOP utilization report will be posted on identified City bulletin boards.

The City will include diversity language in City publications and various agency web pages as appropriate.

A copy of the City's EEOP utilization report will be provided to any employee, upon request from the Human Resources Department.

The City will continue training programs discussing state and federal laws that address discrimination, and the expectations of supervisors to prevent and/or eliminate discriminatory conduct in hiring and employment.

Post a copy of the City's EEOP utilization report on the City's internal website.

Step 7: External Dissemination

The City will indicate its commitment to diversity by printing the following statement on City correspondence dealing with hiring matters: The City of Dayton provides equal access and equal opportunity in employment and services and does not discriminate.

The City will inform applicants, vendors, and suppliers of the City's EEOP utilization report.

The City will post a memorandum in the Department of Human Resources explaining how applicants and members of the public may obtain a copy of the City's Equal Opportunity Commitment and/or EEOP utilization report.

Post a copy of the City's EEOP utilization report on the City's external website.

Utilization Analysis Chart
Relevant Labor Market: Montgomery County, Ohio

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	60/62%	0/0%	18/19%	0/0%	0/0%	0/0%	0/0%	0/0%	10/10%	1/1%	7/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,000/50%	275/1%	1,240/4%	40/0%	210/1%	0/0%	234/1%	0/0%	10,650/36%	145/0%	1,640/6%	15/0%	105/0%	0/0%	125/0%	25/0%
Utilization #/%	12%	-1%	15%	-0%	-1%	0%	-1%	0%	-25%	1%	2%	-0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	234/58%	2/0%	39/10%	0/0%	4/1%	0/0%	0/0%	0/0%	61/15%	1/0%	57/14%	0/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	17,765/34%	350/1%	2,240/4%	0/0%	1,435/3%	0/0%	115/0%	105/0%	25,620/49%	425/1%	3,205/6%	20/0%	785/1%	0/0%	355/1%	125/0%
Utilization #/%	25%	-0%	5%	0%	-2%	0%	-0%	-0%	-34%	-1%	8%	-0%	-1%	0%	-1%	-0%
Technicians																
Workforce #/%	55/57%	2/2%	6/6%	2/2%	0/0%	0/0%	0/0%	0/0%	22/23%	0/0%	9/9%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,920/31%	35/0%	375/4%	25/0%	65/1%	0/0%	14/0%	15/0%	4,690/49%	40/0%	1,260/13%	0/0%	85/1%	0/0%	4/0%	0/0%
Utilization #/%	26%	2%	2%	2%	-1%	0%	-0%	-0%	-27%	-0%	-4%	1%	-1%	0%	-0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	53/83%	1/2%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	4/6%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,205/69%	50/1%	580/12%	0/0%	20/0%	0/0%	24/1%	10/0%	530/11%	0/0%	200/4%	25/1%	0/0%	0/0%	25/1%	0/0%
Utilization #/%	14%	0%	-5%	0%	-0%	0%	-1%	-0%	-5%	0%	-3%	-1%	0%	0%	-1%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	227/78%	3/1%	21/7%	1/0%	0/0%	4/1%	0/0%	0/0%	32/11%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	9,380/46%	575/3%	2,300/11%	35/0%	125/1%	0/0%	280/1%	4/0%	5,480/27%	270/1%	1,725/8%	10/0%	110/1%	0/0%	89/0%	125/1%
Utilization #/%	32%	-2%	-4%	0%	-1%	1%	-1%	-0%	-16%	-1%	-7%	-0%	-1%	0%	-0%	-1%
Protective Services: Non-sworn																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	275/87%	3/1%	11/3%	3/1%	2/1%	0/0%	0/0%	0/0%	19/6%	0/0%	1/0%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	145/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	285/63%	0/0%	25/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	55%	1%	3%	1%	1%	0%	0%	0%	-57%	0%	-5%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	18/9%	0/0%	14/7%	0/0%	0/0%	0/0%	0/0%	0/0%	88/43%	2/1%	80/39%	2/1%	1/0%	0/0%	0/0%	0/0%
CLS #/%	20,155/29%	415/1%	2,665/4%	10/0%	180/0%	0/0%	205/0%	80/0%	38,230/54%	625/1%	6,975/10%	0/0%	385/1%	0/0%	370/1%	75/0%
Utilization #/%	-20%	-1%	3%	-0%	-0%	0%	-0%	-0%	-11%	0%	29%	1%	-0%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	207/76%	2/1%	49/18%	4/1%	0/0%	0/0%	0/0%	0/0%	8/3%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,790/83%	335/2%	1,635/8%	10/0%	190/1%	0/0%	115/1%	35/0%	985/5%	40/0%	190/1%	0/0%	25/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	-1%	10%	1%	-1%	0%	-1%	-0%	-2%	-0%	0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	98/38%	2/1%	96/37%	1/0%	0/0%	0/0%	0/0%	0/0%	26/10%	0/0%	34/13%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	30,530/41%	1,315/2%	7,195/10%	40/0%	540/1%	0/0%	475/1%	140/0%	23,880/32%	615/1%	7,625/10%	0/0%	1,025/1%	0/0%	430/1%	230/0%
Utilization #/%	-3%	-1%	27%	0%	-1%	0%	-1%	-0%	-22%	-1%	3%	0%	-1%	0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators									✓							
Professionals					✓				✓							
Technicians									✓							
Protective Services: Sworn-Patrol Officers			✓				✓		✓		✓					
Protective Services: Non-sworn									✓		✓					
Administrative Support	✓								✓							
Skilled Craft	✓															
Service/Maintenance									✓							

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Chief																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Lieutenant																
Workforce #/%	9/75%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Major																
Workforce #/%	5/83%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sergeant																
Workforce #/%	38/84%	1/2%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	227/78%	3/1%	21/7%	1/0%	0/0%	4/1%	0/0%	0/0%	32/11%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Brent L. McKenzie

Deputy Director Human Resources

04-14-2017

[signature]

[title]

[date]